

December 15, 1988

To: Infoemployees

From: Elizabeth

As of Monday, we'll have four computer graphic artists working at Infocom. They'll be here on a consultant basis more or less full-time for the next few months.

In the Art Cave (at the far end of the Imp's area), Sophia Green and Rob Dunlavey are working on the IBM *Zork Zero* graphics.

In the Art Cave Annex (former domain of Jeff O'Neill and Lori Hornung), Donna Dennison and Jim Sullivan will be working on IBM graphics for *Shogun* .

Most of you have already met Jim (who had a prior incarnation at Infocom as one of the *Bodyheat* Infocomic artists) and Sophia (who's been here for a few weeks now). Rob starts work today and Donna on Monday. Stop by to say hello and welcome them to Infocom.

## 1989 INFOCOM *Holiday Schedule*

\* \* \* \* \*

Mud Day, 20 Frobruary, Presidents Day (full moon)

Mud Day, 17 Oracle, Patriot's Day

Mud Day, 29 Mage, Memorial Day

Mud Day, 3 Jelly, 4th of Jelly

Grues Day, 4 Jelly, 4th of Jelly

Mud Day, 4 Suspendur, Leisure Day

Mud Day, 9 Ottobur, Columbus Day, Yom Kippur

Birthday, 23 Mumberbur, Thanksgiving

Frob Day, 24 Mumberbur, Day after Thanksgiving

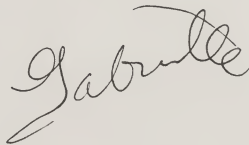
Mud Day, 25 Dismembur, Christmas

To: Everyone  
From: Gabrielle  
Date: December 1, 1988  
Re: New Subtenant

We have sublet the admin/acctg suite (effective today) to Mellior Corp., which currently has two employees - - Chayim Herzig-Marx and Michael Murphy.

Since we've never had real subtenants (MDGNC doesn't count) before, I'll bet there will be times when we'll question our rights and limitations and theirs, etiquette and other stuff like that, so, FYI, here are the highlights of our agreement. Please bring any additional questions, concerns or observations to me as they come up.

Our agreement, to summarize, is that they will occupy the space from month to month, they will have their own phone lines, we are storing some of our furniture in their space and they are using it for now, they will have access to and will be billed for usage of our fax and xeroxing equipment (they will keep a log), they may use our sink and microwave occasionally and they've joined our Coke co-op.

A handwritten signature in cursive script, appearing to read "Gabrielle", is located in the lower right quadrant of the page.

November 18, 1988

To: Everyone

From: Lori H.

CC: Lorri, Gabrielle

RE: New Soda Policy

From now on there will be a sign-up sheet with everyone's name on it. This is an honor system. Rather than paying for each can/bottle you take, you must check off the number of cans/bottles you drink at the time you take it. When all the juice/soda is gone, I will collect from everyone the money that they owe. Then we will buy more.

We will only be supplying: Coke, Diet Coke, Sprite, Pure Apple, and Pure Orange Juice.

Infocost will be: 30 cents per soda, 50 cents per juice bottle.

**NOTE:** If I come up short in money we will no longer be offering beverages in-house. Please use this system honestly, as the other alternative is to pay almost twice as much downstairs.

Effective Now

TO: Escape Editors  
FROM: Rob Sears  
  
RE: Meeting of Editorial Council

We will be having our first meeting on Friday afternoon at 1:30 pm in the conference room.

Please come with thoughts on how you would like ESCAPE to look, both inside and out. Thanks.

cc: Hollywood  
Steve  
Marjorie  
Eileen  
Mike

# What if...

**What if things around here really were all right?**

**What if all the doom-and-gloom was just in our heads?**

**What if we stopped the gallows humor?**

Let's try it. For just one week. Who knows what could happen? Think about it. Take a minute and imagine things are okay. You feel better already, right? So let's try it for a week.

No more "We'll start on that project next month--if we're still here." That kind of talk creates a morale level insuring defeat. I'm not saying we must worship the company. Just stop the negative. No Negs!

Just to keep us on the straight and narrow there will be a 25 cent fine for any negative remark. A recepticle will be placed in the kitchen area for receiving the fines. We'll be depending on the honor system here, so be honest.

Of course, we can't depend on the honor system alone to pry some from their negative niches. So during this week, accompanying our "No Negs" week, we will also have a self-help program for those of us who can't stop the black humor. The program, known as "Bruce Youth" is modeled somewhat after the highly successful Hitler Youth program in Germany several years ago. Although we won't have executions or imprisonment for offenders, you will be able to turn in fellow employees who utter negative comments. Just fill out the form below.

## Bruce Youth Informant's Report

Dear Bruce,

On February (circle one) 8, 9, 10, 11, 12 at approximately \_\_\_\_\_ a.m./p.m. I witnessed (offender's name)

\_\_\_\_\_ make a doom-and-gloom statement. This statement caused me to:

☐ Worry.

☐ Cry.

☐ Worry even more than I have been.

☐ Feel bad about the future of the company.

☐ Feel bad about the future of the company, but then I turned him/her in and now feel better.

☐ Feel bad for a moment but then I remembered things are really okay.

Bruce, please see that he/she is fined 25 cents.

This statement was witnessed by the following Bruce Youth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MEMO

To: Everyone

From: Gabrielle



Date: Sept. 27, 1988

Re: **EXPENSE REPORTS**

Lorri Fischer is in charge of expense reports. This means she'll be forwarding them on to Mediagenic on a daily basis with the rest of our intracompany mail. At this point, Mediagenic does checks for us once per week and Friday is the day we receive them. To get a check on Friday, your expense reports must be received by Mediagenic by Tuesday which means Lorri must have them by Monday the latest in time for the FedEx package. Clear so far? O.K.....so, remember, if you turn in your expense report on Tuesday you probably won't get a check until a week from Friday. We can probably expect (demand) a bit more flexibility from them, but this is what to expect in the worst possible case.

Lorri will keep a Xerox copy of each report you submit to her and she will keep track of when she sent it to Mediagenic. If you encounter problems with receiving a reimbursement check Lorri can track it for you.

**Those yellow forms should be used only for travel and entertainment type expenses.** If you buy something for the company with your very own cash, you need to get a requisition, purchase order, etc. Yes, this is new. As usual, Lorri will help you with this process.

DATE: August 15, 1988  
TO: Steve  
FROM: Accounting  
SUBJECT: Vacation Balance

Our records show your vacation balance thru July 31, 1988 to be 20.58 hrs, and your balance for personal time is           . If you have any questions please stop by Accounting and see Mary Ellen or Diane. We will be glad to go over them with you.



It's here! The 1988 Infocom Summer Outing has finally arrived...

On Friday, August 19th, you will travel in the luxury of a school bus to beautiful Hanson, Massachusetts, for a day of fun and frolick. Camp Kiwanee boasts a beautiful main lodge surrounded by 65 acres of wooded land and bordered by cranberry bogs. Fronting the main lodge is a spring-fed lake (very clean, sandy bottom) with swimming docks, and I have arranged for two rowboats and two canoes to be available. NOTE: each rowboat has three life preservers, so we will (should) keep occupancy to that limit; likewise with the canoes which are each equipped with two life preservers.

We'll be having a "home style" bar-b-cue featuring hamburgers, hotdogs, chicken, steak, potatoe salad, pasta salad, tossed salad, corn-on-the-cob. "Home style" means that, just like at home, you can eat when you want to...the grill will be fired up all day, and you can cook whatever you want whenever you want...

In addition to this sumptuous spread, we'll be serving a delightful array of hors d'oeuvres (Liz's famous *Seven Layers from Heaven Mexican Dip*, pretzels, peanuts, etc.) and there will be softdrinks, beer, wine, and "summer drinks" for the mixing.

So, bring your sneakers -- for walks through the woods or cranberry bogs, or a game of volleyball; and bring your swimsuit -- this lake is absolutely beautiful. (Don't forget towels, and beach chairs are welcome.) The main lodge has two large, clean bathrooms; there is also a cabin with showers.

The bus will be here at NOON (please be ready on time) and will arrive at Camp Kiwanee at approximately 12:45 -- Let's give a big Infocom Welcome Back to Tom Macri, our groovin' bus driver from last year's outing! The bus will leave Camp Kiwanee at 7:00 to return to Infocom (ETA 7:45). I highly recommend taking the bus...the route takes you down Rte. 3 (through Boston) and you probably won't want to deal with that!

Carol needs to know by 2:00 on Thursday if:

- a. you are attending
- b. you are bringing a guest
- c. you are riding the bus

# MacWorld

The following people have exhibitor badges for entrance to MacWorld. If you wish to attend through Saturday at the World Trade Center and at the Bayside Expo, you can contact these people to see if you can use their badges. Infocom had been scheduled to be represented at MacWorld only Wednesday and Thursday. General admission to the booths is \$20 and to the booths and conference rooms is \$60, so it's worth the asking.

Dave L.  
Steve  
Christopher  
Mike K.  
Joe Y.  
J.D.  
Matt

Eileen  
Nancy  
Mike D.  
Stella  
Rob  
Gabrielle  
Debbie

A handwritten signature in dark ink, appearing to read "Debbie", with a long, sweeping horizontal flourish underneath.

# INFOCOM

August 9, 1988

TO: See Distribution  
FROM: Debbie  
RE: MacWorld Expo: Infocom 8/10 & 8/11

The public show dates are 8/11 to 8/13 and the locations are at both the World Trade Center and the Bayside Expo Center. General admission at the WTC to the booths is \$20 and to the booths and conference rooms is \$60. I am currently trying to get information/badges at exhibitor rates.

Infocom will be represented as follows:

Site: World Trade Center, 164 Northern Ave, Boston  
439-5000

Location: North End Complex 1 (conference room)

Time: Wed., 8/10, 1:00pm - 7:00pm (Industry Day)  
Thurs., 8/11, 11:00am - 6:00pm

Shogun, Zork Zero, Quarterstaff, and Journey will be demoed mainly to the press and trade customers. Rob and Stuart will assure demo coverage in the room. Eileen has made arrangements for Steve and Dave to speak with the press. JD and I will make sure that the equipment and the conference room respectively will be set up.

We have been allotted only 6 badges and I'm trying to get badges for most or all of us. (this is dependent on the cost). It would work best if some of us could trade off badges among each other to keep this cost low. Those of you who'll need admission to the show should talk to me to find out if there's a badge available before you purchase one at the show yourself.

Please bear in mind that Infocom will be represented at the show only on Wednesday and Thursday. Therefore, there should be enough badges available on Friday and Saturday for most of you who feel you should attend.

The following people have been assigned badges:  
Joe Ybarra  
Eileen Milauskas  
Dave Lebling  
Steve Meretzky

Stu Kirsch  
Rob Sears

Gabrielle and I will be here tomorrow morning to finalize show plans.

Distribution:

Gabrielle Accardi  
Joe Ybarra  
Eileen Milauskas  
Christopher Erhardt  
Stuart Kirsch  
Dave Lebling  
Duncan Blanchard  
Tom Veldran

Joel Berez  
Mike Dornbrook  
Nancy Kellman  
Rob Sears  
Steve Meretzky  
Dave Anderson  
Jon Arnold

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# INFOCOM

August 9, 1988

To: All those interested in Whitewater Rafting  
From: Curtis  
RE: Update on Rafting Trip, August 20-21

## THE RIVER

The trip isn't too far off now and I wanted to keep you informed as to what is happening. Reservations have been made with Wilderness Rafting Expeditions (aka: The Birches on Moosehead Lake), P.O. Box 41, Rockwood, ME 04478 for approximately 15 people for a 1 day rafting trip down the Penobscot River on Sunday, August 21. A steak barbeque is included during the trip as lunch. The actual run of the river (including lunch) is from 10:00 am to 4:30 pm. The cost is \$85.00 per person.

## TRANSPORTATION

We've put down a deposit for a 15 passenger van from Sears Car rental. This should take care of most of our needs. However Joel will also be taking his car. Funcom will be picking up the cost of the van, however we may be asking for a small donation for gasoline. We will be leaving at 9:00 am on Saturday morning the 20th and returning late Sunday evening on the 21st, probably around midnight. As far as I understand, we won't have to worry about transportation to the river or back to our van. The rafting company will pick us up and drop us off; but I will confirm this with them as the date of the trip draws nearer.

## LODGING

Lodging reservations for 5 rooms have been made for Saturday evening August 20th at Gray Swan Motor Lodge, P.O. Box 438, Greenville, ME 04441. The exact cost can't be determined until we know exactly how many people are going. The rate is \$50.00 per night for two people per room and \$60 per night for 3 people per room. Since at this point there are 14 people going, that would mean \$240.00 for 4 rooms with 3 people each and \$50.00 for 1 room with 2 people. \$290.00 divided by 14 people is approximately \$21.00 per person for lodging. I understand that this is a brand new motel with a beautiful view of the lake and mountains. The only concern of the owners is that we respect the other guests and not be a "loud and rowdy" bunch. I assured them that we could control ourselves for just one night.



Therefore, I will be around to collect \$106.00 per person. Please have this money as soon as you can so that I may send the deposit to the motel and rafting company by Friday, August 12, 1988. If you can not come up with all of it, I will need at least half by this Friday, with the remainder due by next Friday.

Just to let you know, the list of raftees includes the following people. If you know of anyone else who would like to attend, please let me know as soon as possible. Thanks.

Diane Morlock and Chuck, Hollywood, Lorri Fischer, Tom Bok, Lori Hornung, Curtis Montague, Debbie Reilly, Eileen Milauskas and Al, Mike Dornbrook, Betty and Steve Meretzky, and Joel Berez.

## FUN PHONE FEATURES

- CALL FOLLOWING:** "Fowards" your calls automatically to the phone you have logged-in at.  
Note: You must remember to either log-out of the other phone or to log-in at your own phone when you are back in your office.
- CALL HOLDING:** Allows you to take a second call when you are already on your line. (A tone on a single-line phone and a button flashing on a multiline phone signals that you have another call if you wish to take it.)
- CALL PARK:** Parks a call that is on hold at the phone which the call was answered at. This is used for:
1. Paging - The person answering the call pages the person telling them which extension the call is parked on. This call can then be picked up at any phone by the person being paged.
  2. Putting a call on hold at one phone and picking it up at another phone. (Vs. transferring the call and running to pick it up!)
- CALL PICK-UP:** Allows you to pick up a call ringing at another phone in your department or a call on any other phone that is ringing and driving you nuts.
- CONFERENCE CALLING:** Three or more callers can conference on one line. (Consult your user guide for how to use this feature, if necessary.)
- SPEED DIALING:** Eliminates the need to dial by hand numbers which you frequently call. By programming in the number with a code on your phone, you can just dial # and a two digit code and your call will automatically be dialed for you.

## MORE FUN PHONE FEATURES (For Multiline Phones only)

- EXCLUSION:** Guarantees privacy on incoming and outgoing calls.
- LAST NUMBER DIALED:** Automatically redials the last number you dialed.
- REPERTORY DIALING:** You program buttons on your phone with frequently dialed numbers.
- SEND ALL CALLS:** This button when pressed, "busys out" your line and sends your calls back to the switchboard if you do not wish to be disturbed.



TELEPHONE "CHEAT SHEET"

CALL FOLLOWING:	Log-in:	*, *, your ext., your ext.
	Log-out:	*, *, your ext., 0 *, *, 0 (removes all log-ins)
CALL HOLDING:	1st call:	<i>multiline</i> - press hold button <i>single-line</i> - press switchhook
	2nd call:	<i>multiline</i> - press button flashing <i>single-line</i> - *, 9
CALL PARK:	To park:	<i>multiline</i> - press hold button, <i>single-line</i> - press switchhook, *, 5
	To retrieve:	*, 8, ext. call was parked
CALL PICKUP:	Within group:	*, 7, 0
	Any call:	* 7, ext. of phone ringing
NIGHT BELL:	To pick-up:	8, 8
PAGING:	(after hours)	1, 1, 1
SPEED DIALING:	To program:	<i>multiline</i> - program button down, <i>single-line</i> - #, 4, dial complete phone number, #, code number (using * for pause when dialing and 20-26 as code number)
	To dial:	#, code number
PERSONAL SPEED DIAL CODES: (Fill-in with numbers you have programed)	# 2 0 # 2 1 # 2 2 # 2 3 # 2 4 # 2 5 # 2 6	
SYSTEM SPEED DIAL CODES:	MEDIAGENIC: VOICEMAIL: MDGNC U.K.:	# 1 0 0 # 1 0 1 # 1 0 2

Just when you thought it was safe to put your  
SHIRT away...

## The Return of InfoSoftball '88

Wednesday, August 10

6:00 pm

Tufts field #5 (the one with the backstop)

Infocom

vs.

Layered

(Mac Accounting software dweebs)

MORE IMPORTANT  
SOFTBALL NEWS  
THAN YOU CAN  
STICK A SHAKE AT!

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THURSDAY  
JULY 21 5:30

INFOCOM VS

LAYERED

TUFTS FIELD #8

(THE ICKY FIELD IN THE  
CORNER)

# Softball Schedule

Date	Tufts 5:30	Tufts 7:00	Schiff 6:00	Schiff 7:30
25-May	7-8	1-2	6-6	3-3
1-Jun	5-7	1-3	9-10	2-4
8-Jun	6-8	7-9	10-8	3-5
15-Jun	2-3	9-1	8-1	4-6
22-Jun	5-8	9-2	6-7	1-4
29-Jun	3-6	4-5	8-9	10-1
6-Jul	2-6	3-8	10-7	1-5
13-Jul	2-5	7-1	10-3	4-9
20-Jul	9-3	4-8	6-10	2-7
27-Jul	7-3	1-6	5-9	4-10
3-Aug	6-9	8-1	5-10	7-4
10-Aug	RAIN	8-2	RAIN	7-4
17-Aug	N/A	N/A	SEMI	7-1
24-Aug	N/A	N/A	FINAL @ 6:00	7-1
Team #	Team Name			
1	GCC			
2	Lotus			
3	Spinaker			
4	CSA Press			
5	Miller Comm.			
6	Infocom			
7	DSC/ITP			
8	Gold Hills Compu			
9	Venturcom			
10	Lavered			

Home team is last

TUFTS-3

TUFTS-

*[Large handwritten signature/initials across the bottom of the page]*

# Softball Revised Schedule

THESE GAMES WERE INITIALLY SCHEDULED  
FOR SCHRAFFT FILLD.

Date	Field	5:30pm <del>6:00pm.</del>	7:00pm <del>7:30pm.</del>
16-Jun	Tufts # 7	8 vs. 10	4 vs. 6
23-Jun	Tufts # 7	6 vs. 7	1 vs. 4
29-Jun	Tufts # 7	8 vs. 9	10 vs. 1
13-Jul	Tufts # 8	10 vs. 7	1 vs. 5
14-Jul	Tufts # 8	10 vs. 3	4 vs. 9
21-Jul	Tufts # 8	6 vs. 10	2 vs. 7
27-Jul	Tufts # 8	5 vs. 9	4 vs. 10
3-Aug	Tufts # 8	5 vs. 10	7 vs. 4
10-Aug	Tufts # 8	RAIN	RAIN
17-Aug	Tufts # 8	SEMI	SEMI

# INFOCOM<sup>®</sup>

June 28, 1988

TO: Everybody at Infocom

FROM: Curtis

RE: Invitation to white-water rafting

Last year I took a couple days off and went white-water rafting in Maine. It was so much fun, I thought I'd invite you all to come along this summer. This would be a weekend trip leaving on a Saturday morning and returning on a Sunday evening. The actual rafting trip would be Sunday morning. The trip is just in the planning stages right now, so I don't have any concrete prices. It all depends on how many can go. Figure about \$85 for the rafting alone. We'll also need some lodging for Saturday night, but I'm sure we can find someplace real cheap.

The rafting company provides all necessary equipment, life vests, liability release forms, rafts and guides, plus a great bar-b-que at the end of the trip.

If you are interested, there's a video we'll be showing at the Friday party. It's only 10 minutes long and will show you just how much fun humans can have.

Please put a number 1 through 4 next to the dates your interested in going. 1 being the 'most interested' and 4 being the 'least interested', and bring this sheet to Friday party.

PS If we can get enough people interested, maybe Funcom can subsidize part of the cost. Everyone and their friends are invited.

\_\_\_\_\_ July 23-24

\_\_\_\_\_ July 31-August 1

\_\_\_\_\_ August 6-7

\_\_\_\_\_ August 13-14

MEMO

Date: July 7, 1988

To: All

From: Lorri

Re: Taking equipment of the premises

In order to keep track of inventory (and also so people don't go nuts trying to find something that ain't here), please come to me and fill out a form detailing what it is you are borrowing and for how long you will have it. This goes for all computers and peripherals, AV equipment, etc. Thank you.





### Infocom Equipment Loan Agreement

Date: \_\_\_\_\_

Infocom gives \_\_\_\_\_ permission to take  
the following equipment from the premises.

\_\_\_\_\_ Inventory control # \_\_\_\_\_

\_\_\_\_\_ Inventory control # \_\_\_\_\_

\_\_\_\_\_ Inventory control # \_\_\_\_\_

\_\_\_\_\_ Inventory control # \_\_\_\_\_

This equipment shall be returned by \_\_\_\_\_.

\_\_\_\_\_  
Office Administrator

\_\_\_\_\_  
Borrower



# INFOCOM™

7/1/88

TO: Everyone

FROM: Curtis

RE: Reminder

As a reminder, there will be a short 10 minute video on white water rafting in Maine. If you are interested in going, please be sure to drop by the Friday party around 5:15 to take a look.

# MEMO - RANDOM

TO: Joel, Mike, Christopher, Dave, Steve, Jon  
FROM: Eileen

There will be a meeting on Thursday, June 30<sup>th</sup>,  
in the main conference room at 2:00 p.m. to  
talk about / generate ideas for both the New York  
and San Francisco press conferences. I hope to  
establish a theme for the New York event and to  
elaborate more on the news broadcast idea for the  
San Francisco event. We will also cover expected  
press questions.

Please let me know if you cannot attend.

MEMO

To: All

From: Lorri

Re: MEDIAGENIC Overnight Pack REMAINDER

Please be aware that there should be *one and only one* Federal Express package to MEDIAGENIC a night. If you have something that needs to go to MEDIAGENIC, bring it out to the front desk by 6:00 p.m.. If it is confidential, put it in an envelope, seal it and mark it "CONFIDENTIAL - for Joe Schmoe only". If you know that you will have something that needs to go to MEDIAGENIC but it will not be ready before 6:00, ask the receptionist to hold the package for you. You are then responsible for taking the package down to the guard's desk by 7:00 p.m., not the receptionist.

INFOCOM

SOFTBALL

WEDNESDAY

JUNE 29

5:30 PM

VS SPINNAKER

WEAR YOUR

SHIRT!

T.W.I.S.

(THIS WEEK IN SOFTBALL)

THURSDAY

7:00 pm

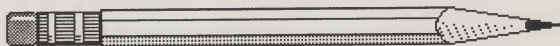
INFOCOM

VS

I.T.P.

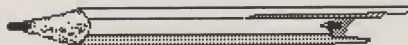
TUFTS FIELD 8

# Let's Publish!



It is time again for another edition of The Status Line. And this one is going to be a blockbuster. 16 pages packed full of news about our new games. We'll need everyone who can hold pencil to help out.

**2 p.m. Next Wednesday In the Conference Room**





MEMO

Date: June 15, 1988

To: All  
From: Lorri

Re: Phone News

We have switched our long distance service from Sprint back to AT&T for *all* our outgoing lines. This should mean that there will be fewer incidences of outgoing calls not being connected due to "all circuits are busy" recordings. We have also added two more lines to the 492-6000 number so that the outgoing/incoming lines will not be busy as often.

This switch of long distance carriers costs money. Consequently, we would like to see calling costs go down. There has never been any policy spelled out as to phone usage. Here are a couple of things that should be watched:

1. Personal phone calls - any long distance personal calls should be made on the employee's phone bill, not Infocom's. (If you must make a long distance personal call using Infocom lines you can either charge the call to your home phone, call collect or use your personal calling card.)
2. Every call to Mediagenic's voice mail system is a long distance call. Please call and leave messages for people in-house only if absolutely necessary.
3. All calls to information (411 or 555-1212) costs 55 cents per call. Try to look it up in the phone book, then call if you can't find it.

NOTE: For those of you who are not up on the latest in high-tech developments, we do have a telephone cost accounting system here at Infocom that can track calls per extension, area code, etc... (warning, warning).

MEMO

To: Everyone

From: Diane

Re: MY 401K MEMO

Date: 6/14/88

Please use the information in the memo for explanation only.

Only MEDiAGenic can release official information.

I'm sorry, but any official questions must be through Pat Conley / MEDiAGenic MEMOS. MEDiAGenic did not produce the memo & distributed.

If you have any 401K questions see me - or call Pat

Thank you



MEDIAGENIC  
INTEROFFICE MEMO

DATE: June 7, 1988  
TO: U.S. Employees  
FROM: Patti Conley  
RE: Mediagenic Contribution to 401(k) Plan

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We are pleased to announce that Mediagenic will begin matching a percentage of your investments in the Employee Savings and Investment Plan (401(k) Plan). Effective July 1, 1988, the company will match 25% of your payroll deductions to the plan to a maximum of three percent (3%) of your total eligible pay.

The matching program will work as follows:

- John Miller earns \$25,000 per year.
- He invests 10% of his salary each pay period in the plan beginning on July 1, 1988. This equals \$104.17 per pay period.
- On December 31, at the end of the six month match period, he has invested \$1,250.
- Mediagenic matches 25% of his investment, contributing \$312.51 to his account during January or February.

To be eligible for company matching, you must invest in the plan during all or part of the six month match period and you must be a Mediagenic employee on the last day of the period. The first match period will run from 07/01/88 until 12/31/88. Matching in fiscal years following FY'89 will be contingent on approval by the Board of Directors. All dollars matched by the company will be 100% vested at the time they are contributed to your account.

If you are not currently a participant in the plan and would like to sign up, forms are available from Joy Schmeer in Human Resources at Menlo Park or Carol Brangwynne at Infocom. We need to receive your enrollment form by June 17 if you wish to start on July 1.

Please give me a call if you have any questions on our new 401(k) matching program.

*PATTI*

PC

from Route 15C



to St. Louis

YABOO  
PARK  
(we don't  
play there)



Exit 17 1/4

Lake  
Dornbrook



Fred's  
Stadium  
(we don't  
play there)

to Spitsbergen Is.

Spitsbergen Is. Rd.

Route 94B

Exit 17 1/8

**MUCH MORE  
CONFUSING MAP  
TO LOWELL  
FIELD IN  
WALTHAM**

Kastrenski Blvd.

to Neptune

orange &  
green sign



Howard the Duck Avenue

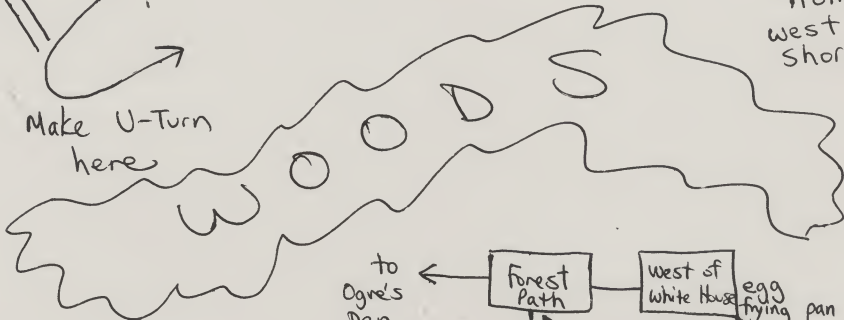


BOZBAR  
FIELD  
(we don't  
play there)



from  
west  
shore

Make U-Turn  
here



to  
Ogre's  
Den

Forest  
Path

west of  
White House

egg  
frying pan

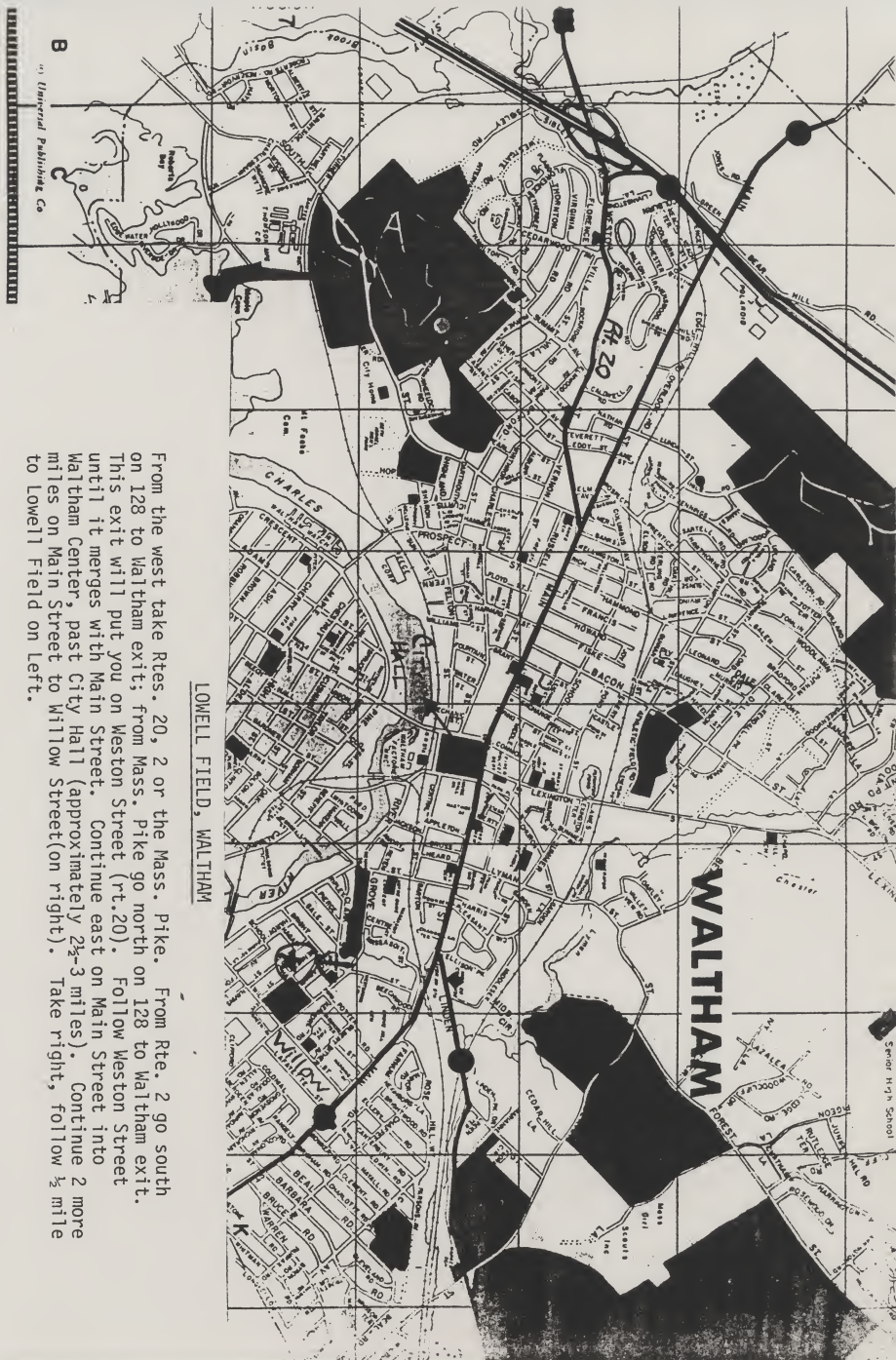
# More Important Softball News

As you well know by now, the InfoSoftball team is proud to be one of hundreds that are participating in this weekend's **EASTER SEAL SOFTBALL MARATHON**. Our game is scheduled for 1:30 pm at the Lowell Field in Waltham. A map is attached showing you where it is, but Steve, as he is wont, may well issue another map with easier instructions. If people are interested in meeting here and caravanning over there, let Stella or JD know, and we'll talk about it at the company meeting.

Due to the outstanding generosity of Infocom employees, we have already surpassed our minimum contribution of \$200 to the Easter Seal; but there's no reason to stop collecting pledges. Remember, the more we collect, the more we can give to help prevent birth defects and help all those little itty bitty kids (and the more nifty prizes we all get).

If you still need a sponsor sheet, they'll be available at the company meeting. Make sure you tell Stella or JD if you plan on playing.

We should be there at 1:00



LOWELL FIELD, WALTHAM

From the west take Rtes. 20, 2 or the Mass. Pike. From Rte. 2 go south on 128 to Waltham exit; from Mass. Pike go north on 128 to Waltham exit. This exit will put you on Weston Street (rt. 20). Follow Weston Street until it merges with Main Street. Continue east on Main Street into Waltham Center, past City Hall (approximately 2½-3 miles). Continue 2 more miles on Main Street to Willow Street (on right). Take right, follow ½ mile to Lowell Field on left.



# Important Softball News

## **Today's Game: 5:30 vs. Gold Hills Computer Tufts' Field #5** (see map)

Their nerdulence factor is high, but they're a tough, young team, and they're out for blood. We beat their socks off them last year and they want revenge.

Let's go out there and ...

have some fun!

## **Easter Seals Softball Marathon Sunday, June 12 1:30 pm Lowell Field, Waltham**

If you haven't received your sponsor sheet, see Stella or JD. We're going out there to raise money for a worthy cause and to have tons o' fun. We do have a minimum amount of money we have to raise (\$200.00) and the more we raise the more wonderful free gifts we get. More information and directions will follow.

## **Awards**

The Management (of Infocom Softball) would like to announce the following award categories:

Best Fielding Play While Holding a Beer  
Best Fielding Play (No Beer)  
Best Hit with an Uncorked Bat  
Best Hit (Any Bat)  
Best Picture (Officers of the Corporation not Eligible)  
Rookie of the Year  
Best Comeback Player  
Iron Gut Award

Nominate yourself or your friends. Awards to be presented at The InfoSoftball Banquet at season's end.

(COUSENS)



House

LITTLE  
LEAGUE FIELD

BASEBALL  
FIELD:

R.R. Tracks

PARKING LOT

COLLEGE AVENUE

# Don't leave the bride at the altar



Permit Carol's blissful nuptials to proceed as planned. Make a firm commitment one way or the other and RSVP ASAP. Thank you.

*A public service message from  
your in-house Maid of Honor*

6/6

Hi -

This is an invoice for  
money owed to me for  
Harry's goodbye present - (the  
illuminated globe, remember?).

Believe it or not, I just  
received the bill last week!  
Everyone owes \$6.60. See  
me if you have any questions.

- LORRI



# INFOCOM™

DATE: June 6, 1988  
TO: *Steve M*  
FROM: Accounting  
SUBJECT: Vacation Balance

Our records show your vacation balance thru May 31, 1988 to be 263.92 hrs. If you have any questions please stop by Accounting and see Mary Ellen or Diane. We will be glad to go over them with you.



I  
**WANT  
YOU**

to practice softball.

Friday around 5:30  
Belmont High School

*FLASH!*

Today's softball game versus Miller Communications has been

**POSTPONED**

due to problems with the field permit. It has been rescheduled  
and will be played on:

**Thursday**

**May 26, 1988** (tomorrow)

**5:30 pm**

**Tufts field #3**

(the field we played on last season)

Please see Stella or JD to let them know if you can make it.

# Friday Party Supply Schedule

→ Duncan and Jon A.	5/20
Eileen and Elizabeth	5/27
Tim and Liz	6/3
Stuart and Scott	6/10
→ Dave and Steve	6/17
Debbie and Gabrielle	6/24
Hollywood and Tom	7/1
Tom B. and Brian	7/8
Stu and Jon	7/15
Kurt and New Tester	7/22
Carol and Lori	7/29
Lorri and Meo	8/5
Diane and Curtis	8/12
Mike and Rob	8/19
Jim and Tara	8/26

May 19, 1988

TO: Mike, Jon, Christopher, Marc, Steve  
FROM: Eileen  
RE: Brainstorming session for August/Sept Press  
Conference

There will be a meeting on Tuesday, May 24, at 2:00 pm in the main conference room to discuss strategy for introducing new products at the upcoming press conference.

Please RSVP if you cannot attend.

Thanks.

A handwritten signature in cursive script, appearing to read 'Eileen', written in dark ink.

# INFOCOM Softball Schedule

Friday 5/20-  
Monday 5/23      self conditioning programs  
                         (bring your sweats to Applefest and work out between demos;  
                         drink lots of beer outdoors;  
                         wipe all the mold off of your glove)

Monday 5/23      TEAM MEETING  
                         6:00  
                         Kitchen Conference Room

PRACTICE  
6:30 pm  
Belmont High

Wednesday 5/25      OPENING DAY  
                         6:00 game vs. MILLER COMMUNICATIONS  
                         at Schraft field in Charlestown

# GET PSYCHED!

# Softball Schedule

Date	Tufts 5:30	Tufts 7:00	Schraft <del>5:30</del> 6:00	Schraft <del>2:00</del> 7:30
25-May	7-8	1-2	5-6	3-4
1-Jun	5-7	1-3	9-10	2-4
8-Jun	6-8	7-9	10-2	3-5
15-Jun	2-3	9-1	8-10	4-6
22-Jun	5-8	9-2	6-7	1-4
29-Jun	3-6	4-5	8-9	10-1
6-Jul	2-6	3-8	10-7	1-5
13-Jul	2-5	7-1	10-3	4-9
20-Jul	9-3	4-8	6-10	2-7
27-Jul	7-3	1-6	5-9	4-10
3-Aug	6-9	8-1	5-10	7-4
10-Aug	RAIN	8-2	RAIN	RAIN
17-Aug	N/A	N/A	SEMI	SEMI
24-Aug	N/A	N/A	FINAL @ 6:00	

Team Name	Team #
GCC	1
Lotus	2
Spinnaker	3
CSA Press	4
-----	
Miller Comm.	5
Infocom	6
DSC/ITP	7
-----	
Gold Hills Computer	8
Venturcom	9
Layered	10

Home team is last

ANNOUNCING:

The return of

**INFO Softball**

First Practice of the Season:

Wednesday, May 18, 6:30 pm  
Belmont High

See Stella for more info.

POSTPONED  
DUE  
TO  
ICY  
FIELD  
CONDITIONS.



## ANNOUNCING:

The return of

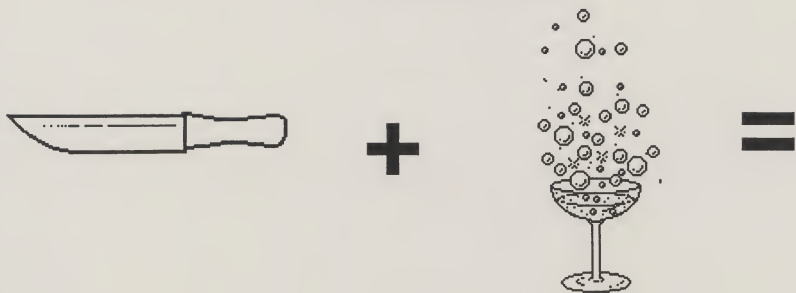
### **INFO Softball**

First Practice of the Season:

Wednesday, May 18, 6:30 pm  
Belmont High

See Stella for more info.

Funcom presents



# Seis de Mayo

Hey amigo, don't forget about this Friday's Fiesta.  
And if you have some spare knives and serving ware, bring it along.  
We still need more kitchen help—Report for duty at 5 p.m. Friday.  
We won't check green cards.

DATE: APRIL 27, 1988

MEMO

TO: ALL EMPLOYEES

RE: VACATION BALANCE MEMO

FROM: ACCOUNTING

THIS IS A REMINDER OF INFOCOM'S VACATION POLICY

VACATION ACCRUALS PER MONTH ARE AS FOLLOWS:

UP TO ONE YEAR	6.67 HOURS PER MONTH
ONE TO FOUR YEARS	10 HOURS PER MONTH
FIVE YEARS AND BEYOND	13.33 HOURS PER MONTH

THE MAXIMUM ALLOWABLE ACCRUALS ARE AS FOLLOWS:

UP TO ONE YEAR	80 HOURS
ONE TO FOUR YEARS	240 HOURS
FIVE YEARS AND BEYOND	320 HOURS

# INFOCOM™

DATE: April 25, 1988  
TO: *Steve*  
FROM: Accounting and Personnel  
SUBJECT: Vacation Balance

Our records show your vacation balance thru March 31, 1988 to be 17.26 hrs. If you have any questions please stop by the Personnel Office and see Carol. she will be glad to go over them with you. Please reply by April 29, 1988 (Friday). If you do not reply we will assume the time is right.

Monday, 4/25/88

TO: Everyone but Carol  
FROM: Debbie  
RE: Carol's Shower

Betty would like to pitch in with other Infocommies toward a joint gift for Carol's shower. Depending on how much is collected, this gift could be a microwave oven, an electric broom, or something else on Carol's wish list. Betty will use her exquisite judgment to select the gift.

She'd like to receive the money by Wednesday night, 4/27/88. I'll revert to my old collections position and gather up the moola for her. Of course, there is no set contribution cost. You decide how much you would like to or feel you can pitch in, and Betty will take care of the rest.

Again, if you're interested, please just drop off your money with me by Wednesday and I'll see that she gets it that night (OK, Stevo?).

MEMO

Date: March 31, 1988

To: All

From: Lorri and Stuart

Re: Old packaging up for grab

As you may have noticed, there are boxes and boxes of games outside the exec. conference room. These games are old systems and old packaging of which we have excess stock. So, we're getting rid of it. If anyone wants old packaging for your office, a game for your Apricot computer, etc., take it. But do it by Friday afternoon because that's when the games will be tossed.  
Thank you.

TO: Everyone  
FROM: Accounting  
DATE: April 22, 1988  
  
RE: Check Procedures

Invoices and/or Check Authorization forms must be in accounting by **noon Wednesday**, with proper approval, to be included in the weekly check run. The checks will be cut at Activision on Thursday and mailed out on Friday, with any special exceptions Federal Expressed back to Infocom. Any invoices received after noon on Wednesday will not be paid until the following week.

Manual checks will be done on an **EMERGENCY ONLY** basis. We need at least one days notice preferably two days.

Thanks for your co-operation!!

Hola, Paco.  
You are invited to attend our annual fiesta celebrating

# Seis de Mayo

Featuring Brian's Margarita del Muerte

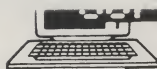


Yes, the sixth of May has rolled around again and it is time to roll out the tortillas.  
Time to feast on an endless mesa filled with tacos, burritos, nachos, margaritas and more.  
And don't forget the piñata!

Bring what you can.  
If you can't think of anything, ask señor Hollywood.

Be there or we'll shave your chihuahua!





Vol. 4, No. 10

March 14, 1988

**SOFTWARE INDUSTRY CONTINUES PRODUCTIVITY GAINS**

Software publishers showed a 16.3% gain in profit per employee and 12.8% gain in sales per employee for the fourth quarter of 1987, according to SIB's latest *Productivity Index*. The larger software publishers contributed most to the profit growth. When looking at weighted averages which factor out the size of the company, the profit per employee component of the index was down 25% for the fourth quarter.

The index measures sales and profit per employee of 17 software publishers. WordPerfect is the only company in the index that isn't publicly traded. (cont'd on p. 2)

**SOFTWARE INDUSTRY CONTINUES PRODUCTIVITY GAINS** (cont'd from p. 1)

Microsoft led both the profit and sales per employee category, with \$77,138 in sales and \$17,481 in profit per employee. Activision was the biggest profit gainer, boosting its employee productivity by 119.6% in the profit area and 25.1% in sales. In terms of sales, Migent was the big gainer, at 182.4% growth in sales per employee. However, Migent also reported the lowest productivity in terms of profit, at -\$38,333.

**SIB 4TH QUARTER 1987 PRODUCTIVITY INDEX**

Profit Rank	Sales Rank		Sales/Employee			Profit/Employee		
			12/31/87	12/31/86	Change	1987	1986	Change
1	1	Microsoft	77,138	57,846	33.3%	17,481	14,069	24.2%
2	7	Autodesk	57,445	56,476	1.7%	16,025	12,585	27.3%
3	3	Adobe	68,760	62,298	10.4%	15,168	11,929	27.2%
4	5	Lotus Development	64,242	57,633	11.5%	12,736	10,973	16.1%
5	4	Ashton-Tate	68,644	62,898	9.1%	11,595	10,570	9.7%
6	6	Software Publishing	61,048	45,842	33.2%	11,022	6,505	69.4%
7	9	Aldus Corp.	48,916	36,460	34.2%	8,653	4,190	106.5%
8	8	WordPerfect	52,858	58,559	-9.7%	5,945	7,105	-16.3%
9	14	Samsa	24,689	22,674	8.9%	3,111	1,905	63.3%
10	17	Timberline Software	18,425	18,304	.7%	1,850	2,226	-16.9%
11	2	Activision	75,706	60,506	25.1%	1,844	(9,424)	119.6%
12	13	Innovative Software	25,896	23,953	8.1%	1,534	740	107.3%
13	10	Borland Int'l	39,044	32,484	20.2%	459	1,088	-57.8%
14	11	MicroPro Int'l	29,366	30,893	-4.9%	26	96	-73.2%
15	16	Paperback Software	23,896	30,605	-21.9%	(4,521)	2,184	-307.0%
16	15	Springboard Software	24,186	85,095	-71.8%	(9,983)	16,357	-161.0%
17	12	Migent Software	28,333	10,033	182.4%	(38,333)	(20,000)	-91.7%
Group Total			59,890	53,073	12.8%	10,365	8,913	16.3%
Weighted Average			46,388	44,268	4.8%	3,212	4,300	-25.3%

Note: The Group Total divides the total number of employees by the total sales and profits of the companies in the index.

The Weighted Average is the total of sales or profit per employee for each company divided by the number of companies in the index.

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Productivity was up sharply for the fourth quarter compared with the third. As a group, software publishers had sales per employee of \$52,305 and profit of \$9,423 in the third quarter. In the fourth quarter, sales were \$59,890 and profit was \$10,365. Although WordPerfect and Migent were added to the index in the fourth quarter, they both underperformed the average and depressed results.

Microsoft's sales per employee went from \$57,737 to \$77,138 for the third and fourth quarters respectively; profit went from \$15,531 to \$17,481. Conversely, MicroPro International went from \$54,061 down to \$29,366 in sales and \$3,425 to \$26 in profit. The two home software publishers, Springboard and Activision, didn't show third to fourth quarter variations anywhere near as sharp.

Activision went from \$71,734 in the third quarter to \$75,706 in the fourth; Springboard went from \$20,100 to \$24,186. Profit per employee for Activision went from \$4,297 in the third quarter to \$1,844; Springboard went from a \$7,600 loss to a \$9,983 per employee loss.

To all employees, affiliates and key developers:  
Congratulations, everyone, on your excellent gains! 2d only to Microsoft in sales; pretty impressive; but lets work to move up the profit ladder from #11. I'm real proud of your accomplishments.  
Buss

MEMO

DATE: MARCH 24, 1988  
TO: ALL BUSINESS TRAVELERS  
FROM: ACCOUNTING  
RE: EXPENSE REPORTS

Once again the year end has arrived and we need to close the expense accounts for the year.

You are probably thinking "so why is she telling me?" Well, in order to close the books I need everyone to submit any expense reports for travel and entertainment which took place during the fiscal year beginning April 1, 1987 and ending March 31, 1988.

These expense reports should be submitted to accounting by April 8th 1988. In the event that you will not have all the receipts or necessary bills to complete the report please see me with a ballpark estimate of the total expenses outstanding.

Unfortunately only expense reports for the fiscal year 1988 submitted or estimated by April 8th will be reimbursed. **Any fiscal '88 expense reports submitted after April 8th will not be reimbursed.**

Thanks for your help.

Diane



March 22, 1988

TO: InfoEmployees  
FROM: Carol  
RE: Insurance

This is the time of year when we renew our contracts with insurance carriers. We have decided to no longer use Principal Mutual, replacing it with Crown Medical.

Those people who have been on Principal Mutual must decide whether to join Crown Medical or Harvard Community Health Plan. In addition, if you are currently on Harvard, now is the time to switch to Crown if you so desire.

The attached folder has information on Crown Medical. All employees must submit the enrollment form for the purposes of life insurance. If you decide to join Crown for health insurance, also fill out that portion of the enrollment form. I MUST HAVE THESE FORMS BY FRIDAY, MARCH 25TH, AT NOON.

If you wish to investigate Harvard Community, I have complete information in my office. Employees wishing to join HCHP must also fill out enrollment forms and return same to me by FRIDAY, MARCH 25TH, AT NOON.

Employees who are already on HCHP and wish to remain with this coverage only need to fill out the Crown form for life insurance.

Any questions, please see me.

ACTIVISION, INC.  
INTEROFFICE MEMO

DATE: March 14, 1988  
TO: All U.S. Employees  
FROM: Patti Conley, Human Resources  
RE: 401(k) and Employee Stock Purchase Plans

---

During the course of each year, you have the opportunity to enroll in the Employee Savings and Investment Plan (401k Plan) and/or the Employee Stock Purchase Plan once each calendar quarter. This Friday, March 18, is the last day to enroll in either of these plans for the quarter beginning April 1.

If you are a current participant in the 401(k) Plan, Friday is also the last day to change your deductions or to change your investments. You will not have opportunity to make these changes again until the calendar quarter beginning October 1, 1988.

Current participants in the Employee Stock Purchase Plan have until this Friday to change deductions, withdraw for this quarter or to write a check to purchase additional stock. The purchase price for stock this quarter will be no higher than \$1.0625 per share (\$531.25 for 500 shares). The current market price is approximately \$1.87 per share.

Please don't hesitate to give me a call if you need any information about these plans. Enrollment/change forms are available from Joy Schneer in Mountain View or Carol Brangwynne at Infocom.

R

PC

# FUNCOMM GOES CULTURAL

MACBETH, STARRING GLENDA JACKSON AND CHRISTOPHER PLUMMER, OPENS MARCH 22 AT THE COLONIAL. TICKETS ARE MORE AVAILABLE AND LESS EXPENSIVE ON TUESDAYS, WEDNESDAYS, AND THURSDAYS.

• TICKETS ARE \$32.50 (SOMEWHAT LESS IF WE CAN GET A GROUP RATE). FUNCOMM IS SUBSIDIZING 50% FOR EMPLOYEES.

• WE NEED TO MOVE QUICKLY. TICKETS ARE SELLING AT A FAST CLIP. PLEASE RESPOND TO ME (MIKE) BY NOON TOMORROW. (TUESDAY).

☐ YES I'D LIKE TO GO. I'D ALSO LIKE \_\_\_\_ TICKETS FOR FRIENDS/RELATIVES/SPOUSES/WHATEVER (NOTE THAT THESE WILL BE AT FULL PRICE).

I CAN ATTEND ON (PLEASE INDICATE ALL THAT APPLY):

- \_\_\_\_ TUESDAY, MARCH 29
- \_\_\_\_ WEDNESDAY, MARCH 30
- \_\_\_\_ THURSDAY, MARCH 31

\_\_\_\_\_  
<YOUR NAME>

## MEMO

Date: February 9, 1988

To: All  
From: Lorri

Re: Paging System Use

Lately we've experienced some unauthorized use of the paging system. The purpose of this memo is to ask those involved to please stop this unauthorized paging and to explain to all of you the paging guidelines that the receptionists follow.

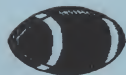
As you recall, one of the major goals of the paging system was to have it be as unobtrusive as possible. The guidelines that we use to achieve this goal are as follows:

1. Only the receptionist uses the paging system during regular business hours.
2. The receptionist will only page someone for an incoming call if the employee is not at their desks, if the caller asks to have the employee paged and if the receptionist feels that it is appropriate to page. (Example: the receptionist may decide against paging someone if he/she knows that the caller is a salesman making a routine call.) As an exception to the above, the receptionist will always offer to page an Infocom employee as a courtesy to all Activision callers.
3. We prefer not to use the paging system to find lost employees as this only adds to the number of pages per day. For example, if you go to Mike's office and he's not there, we would prefer that you simply leave a note for him to contact you or take a walk around our relatively small office space and find him. This will minimize paging. Of course, there are times when it is appropriate to have the receptionist page a lost employee. We are simply asking you to apply your best judgement in deciding when this is appropriate, given our goal of an unobtrusive paging system.

The above are the basic guidelines. Your cooperation is appreciated in helping make the system work.

NOTE: By remembering to always let the receptionist know when you are going to be in a meeting or working in another part of the office, you are also helping to keep the number of pages to a minimum.





# Minot Manor Superbowl Sunday '88 Soiree

(it's a 2pm-style soiree—*tres* American)



## Washington Red Sox vs. Denver Bruins

Okay, so maybe you're not a Superbowl fanatic. Maybe you don't even like football. Well, you really don't have to like football at all to enjoy this shindig.

Don't get me wrong. You're not gonna find wine spritzers and a raw bar (heaven help us!) at the Minot Manor Superbowl Sunday '88 Soiree. There'll be football, beer, hot dogs, beer, popcorn, beer, good conversation, beer, primal shrieks, beer, and, of course, beer. You may even be asked to stand during the national anthem (of course, we'd never expect that of you during the post-game highlights).

*Where, you ask?*

A lovely brown 2 family house, 2nd floor at  
228 Minot Street, Dorchester 825-2407

*When, you ask?*

Sunday, January 31, at 2pm, when *all* the Superbowl galas will  
commence

*Is it far, you ask?*

Mais non, mon pet. Rte. 3 (interstate 93) south (or north) to Granite/  
Ashmont exit. Exit leads over drawbridge. Left onto Gallivan Blvd.  
at 2nd set of lights (you'll find the infamous Eire Pub at this intersec-  
tion). A quick second right onto Fredericka St. Go to end of street  
and take right onto Minot St. Last house (before corner store) on  
right.

*Helpful Hostess*

Carol Brangwynne

*Lazy Co-Resident*

Debbie 'don't ask *me* where the ice is' Reilly

### SPECIAL REQUESTS

Supplements to the beer and booze inventory  
Edible food  
Tim Matheson and Al Pacino  
Fun



Football  
players do  
have nice  
bums.

# Friday Party Supply Schedule

Cynthia and Mike	1/29
Duncan and Jon A.	2/5
Amy and Phil	2/12
Gayle and Elizabeth	2/19
Gary and Tyler	2/26
Jeff and Brian	3/4
Tim and Chris	3/11
Stuart and Joe	3/18
Dave and Steve	3/25
Debbie and Gabrielle	4/1 (No really!)
Carol B. and Lori	4/8
Hollywood and Tom	4/15
Stu and Jon	4/22
Lorri and Diane	4/29
Liz and Curtis	5/6
Jim and Tara	5/13



MEMO

Date: January 25, 1987

To: Everyone

From: Admin/Acting

Re: Tracking Shipping Expenditures and Personal Charges

For accounting purposes, it is often necessary to track shipping expenses by department. It is also necessary to determine which packages sent are personal so that the person doing the spending can be hunted down in the event no payment has been received. The procedure for tracking shipping expenditures used to be a log kept at various places throughout the company. This log was to be filled out for any outgoing package. This method didn't work very well so as of now, we are simplifying the procedure for tracking shipping and personal expenses. The new procedure is as follows:

1. Federal Express/DHL shipments - You do not have to fill out any log sheet. HOWEVER, we ask that you do fill out the "description" section of the airbill for all shipments. If it is company business, please write the name of the department and any description possible. If the shipment is personal, please write "personal" in this section.

As a reminder, ALL pink copies (customer copy) of airbills go to accounting. Either put them in the accounting mail slot or walk them back to Mary Ellen's office. This is much appreciated and saves us a lot of wasted time and effort.

2. UPS shipments - Because UPS shipments do not require that an airbill be filled out, we would like you to take the time to fill in the "Reference No." space in the UPS log book for both company and personal shipments. (This space is tiny, I know, but it beats filling out another form.) Please write your name in this space, as well as the word "personal" if it is not company business. UPS does not include any detail in their bills so the more information we have in the log book, the easier it is for us to keep track of shipments.

Once again, when sending something via Federal Express, UPS, etc. that is of a personal nature, Mary Ellen is the person to which debts should be paid. If payment has not been received, she will "invoice" you when the shipping bill comes in and will also give you a receipt (if necessary) upon payment.

Thank you!

1988 Holidays  
Infocom

<u>DATE</u>	<u>HOLIDAY</u>
January 1	New Year's Day Friday
February 15	President's Day Monday
April 18	Patriot's Day Monday
May 30	Memorial Day Monday
July 4	Independence Day Monday
September 5	Labor Day Monday
November 24 & 25	Thanksgiving Thursday & Friday
December 26, 27	Christmas Monday & Tuesday
Closed on 28, 29 & 30	Company Closed Wednesday, Thursday & Friday



MEMO

Date: January 12, 1987

To: All  
From: Lorri

Re: Activision Free Product Policy

You are probably already aware that as part of our Activision employee benefits we are all entitled to a certain amount of free product. What you may not have realized is that this policy includes not only Infocom games but the entire Activision product line, (Gamestar, Electric Dreams, Lucasfilm, etc.) as well.

The policy is as follows: for each year of employment you are entitled to 6 free products, at an earned rate of 1 every two months. These 6 products per year do accrue from year to year. For example, if you have worked at Infocom for one and a half years, you would be entitled to 9 free games - six games accrued over your first year of employment and three more games accrued during the remaining six month period. Also, if you have exceeded your free product limit at any given point but would like additional product, you can buy games at special reduced rates. See me if you are interested in pricing information for additional product.

Although I keep a stock of all Infocom games on hand, it would be impossible to stock the entire Activision product line. So I'll try to determine which products seem to be the most popular and keep a stock of only those products, (Shanghai, Mite and Magic, or whatever) on hand. If you look in the game cabinets and don't find the product you want, I will have to place an order with Activision for it. Keep in mind that these types of orders are non-revenue and must take second place to revenue/retail orders at Activision. For this reason, availability is limited. If you have any questions on product availability or just want to see an Activision catalogue, see Tara in the Activision suite.

Included with this memo is a xerox of an Activision order form. (I will also keep a supply in my office where the Infocom game forms and cabinet keys are kept.) To order product not stocked here, fill out an Activision order form detailing the product you want. Make sure to put your name on it and give it to me asap. Depending upon the demand, I'll be placing orders with Activision either once every two weeks or once a month. I'll let you know when you can expect the order to arrive. Thanks.



name: \_\_\_\_\_

date: \_\_\_\_\_

Titles	MS-DOS	Commodore Amiga
The Faery Tale Adventure		WD-M11 49.95
Land of Legends		WD-M15 49.95
Fire Power		WD-M12 24.95
Turbo		WD-M16 24.95
Galactic Invasion		WD-M17 24.95
Romantic Encounters at "The Dome"	PD-M14 39.95	WD-M14 39.95
Black Jack Academy		WD-M13 39.95
The Planetarium		WD-M18 69.95
Discovery (with Math Expansion Disk)		WD-M19 39.95
Discovery (with Spelling Expansion Disk)		WD-M110 39.95
Additional Discovery Expansion Disks		
Spelling 1 Expansion Disk		WD-M111 19.95
Science Expansion Disk		WD-M112 19.95
Math Concepts Expansion Disk		WD-M113 19.95
Geography Expansion Disk		WD-M114 19.95
Spelling 2 Expansion Disk		WD-M115 19.95
Trivia 1 Expansion Disk		WD-M116 19.95
Trivia 2 Expansion Disk		WD-M117 19.95
Math 1 Expansion Disk		WD-M118 19.95

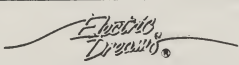
ACTIVISION® Entertainment		MS-DOS	Apple II, Series and Com- patibles	Apple II GS	Apple Macintosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
NEW	<i>Gee Bee Air Rally</i>					DD-159 29.95	WD-159 39.95	
NEW	<i>The Last Ninja</i>					DD-157 34.95		
	Portal	PD-133 44.95	TD-133 44.95		ID-133 49.95	DD-133 39.95		
	Aliens™: The Computer Game		TD-152 34.95			DD-152 34.95		
	The Transformers®: Battle to Save the Earth					DD-144 29.95		
	Labyrinth™: The Computer Game		TD-143 29.95			DD-143 29.95		
	Tass Times in Tonetown	PD-142 34.95	TD-142 34.95	KD-142 34.95	ID-142 34.95	DD-142 29.95		
	Hacker II: The Domsday Papers	PD-140 39.95	TD-140 39.95	KD-140 39.95	ID-140 39.95	DD-140 34.95		
	Shanghai	PD-138 34.95	TD-138 34.95	KD-138 44.95	ID-138 39.95	DD-138 29.95	WD-138 39.95	

GAMESTAR™		MS-DOS	Apple II, Series and Com- patibles	Apple II GS	Apple Macintosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
NEW	<i>Star Rank Boxing II</i>	PD-513 39.95	TD-513 39.95			DD-513 29.95		
	Top Fuel Eliminator		TD-512 29.95			DD-512 29.95		
	GFL Championship Football	PD-511 39.95	TD-511 39.95			DD-511 34.95	WD-511 44.95	SD-511 39.95
	Championship Baseball	PD-510 39.95	TD-510 39.95			DD-510 29.95	WD-510 39.95	SD-510 39.95
	GBA Championship Basketball: Two-on-Two	PD-509 39.95	TD-509 39.95	KD-509 44.95		DD-509 34.95	WD-509 44.95	SD-509 39.95
	Championship Golf: Pebble Beach	PD-508 39.95					WD-508 39.95	
	On-Court Tennis					DD-504 29.95		
	Championship Star League Baseball				ID-502 34.95			



NEW	LUCASFILM GAMES	MS-DOS	Apple II, Series and Com- patibles	Apple IIGS	Apple Mac- intosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
	<i>Maniac Mansion</i>		TD-LFI 34.95			DD-LFI 34.95		

NEW	<b>NEW WORLD COMPUTING, INC.</b> <small>ENTERTAINMENT SOFTWARE</small>	MS-DOS	Apple II, Series and Com- patibles	Apple IIGS	Apple Mac- intosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
	<i>Might and Magic</i>	PD-NWI 49.95	TD-NWI 49.95			DD-NWI 39.95		

		MS-DOS	Apple II, Series and Com- patibles	Apple IIGS	Apple Mac- intosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
	Titanic: The Recovery Mission					DD-704 19.95		
	Zoids					DD-703 14.95		
	Spindizzy		TD-702 14.95			DD-702 14.95		
	The Rocky Horror Show		TD-701 19.95			DD-701 19.95		

NEW	<b>SOLID GOLD SOFTWARE™</b>	MS-DOS	Apple II, Series and Com- patibles	Apple IIGS	Apple Mac- intosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST	Atari 800 XE/XL
	<i>Star League Baseball/ On-Field Football</i>					DD-304 14.95			
	Pitfall/Demon Attack					HD-301** 14.95			HD-301** 14.95
	Little Computer People		TD-126 14.95			DD-126 14.95			
	Hacker	PD-125 14.95	TD-125 14.95		ID-125 24.95	DD-125 14.95			
	The Great American Cross-Country Road Race		TD-106 14.95			DD-106 14.95			CD-106 14.95
	Ghostbusters™		TD-108 14.95			DD-108 14.95			CD-108 14.95

\*\*Commodore 64/128 and Atari XE/XL Flippy.

	<b>ACTIVISION® Creativity/Productivity</b>		MS-DOS	Apple II, Series and Com- patibles	Apple IIGS	Apple Mac- intosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
NEW	<b>List Manager</b>				<b>KD-167</b> 89.95				
NEW	<b>Postcards</b>		<b>PD-164</b> 24.95	<b>TD-164</b> 24.95	<b>KD-164</b> 29.95	<b>ID-164</b> 29.95	<b>DD-164</b> 24.95		
NEW	<b>Paint Write Draw</b>				<b>KD-166</b> 229.95				
NEW	<b>Paintworks Plus</b> with Clip Art Gallery				<b>KD-171</b> 89.95				
NEW	<b>Garry Kitchen's GameMaker</b> with Sports and Sci Fi Libraries			<b>TD-128</b> 49.95			<b>DD-128</b> 49.95		
	The Christmas Kit		<b>PD-149</b> 19.95	<b>TD-149</b> 19.95	<b>KD-149</b> 19.95	<b>ID-149</b> 19.95	<b>DD-149</b> 19.95		
	Draw Plus				<b>KD-172</b> 89.95				
	Writer's Choice elite				<b>KD-173</b> 89.95				
	Clip Art Gallery				<b>KD-155</b> 29.95				
	The Music Studio				<b>KD-174</b> 89.95		<b>HD-113*</b> 34.95	<b>WD-113</b> 49.95	<b>SD-113</b> 49.95

	<b>PERSONAL CHOICE</b> SOFTWARE™		MS-DOS	Apple II, Series and Com- patibles	Apple IIGS	Apple Mac- intosh	Commo- dore 64/128	Commo- dore Amiga	Atari ST
	Term Paper Writer		<b>PD-606</b> 49.95	<b>TD-606</b> 49.95			<b>DD-606**</b> 39.95		
	Filer's Choice		<b>PD-601</b> 39.95	<b>TD-601</b> 39.95			<b>DD-601</b> 34.95		
	Writer's Choice		<b>PD-602</b> 39.95	<b>TD-602</b> 39.95			<b>DD-602</b> 34.95		
	Planner's Choice		<b>PD-603</b> 39.95	<b>TD-603</b> 39.95			<b>DD-603</b> 34.95		
	The Personal Choice Collection		<b>PD-604</b> 99.95	<b>TD-604</b> 99.95			<b>DD-604</b> 89.95		

\*Commodore 64/128 and Atari XE/XL floppy.

\*\*For Commodore 128 only.



There shall be no Bingo tonight.

**However, A-Bowling we shall go!!!**

7:00 pm

Lanes and Games (on Rte. 2)

Be there.

# INFOCOM™

-- MEMO --.

March 1, 1988

TO: Everybody

FROM: Jon Palace

RE: Amy Briggs

As you may have heard, Amy will be leaving Infocom "sometime around June or July" for personal reasons. She gave us early notice so that we have plenty of time to consider the options for the development of Restaurant.

Amy will be working on a variety of projects in the upcoming months, including testing of games in development (Zork Zero, Shogun, Journey, and Arthur) and writing Infocomics stories. Since she'll be here for another 5 months or so, you may grow tired of saying "You're still here!" every time you see her.

To:

Jon. Stuart, Carl, Angela, Elizabeth,  
Steve, Mike, Dave


FROM: Gayle

FYI. Leather Goddesses of Phobos  
and The Status Line are now  
registered trademarks of Infocom, Inc.



March 25, 1988

TO: All Infocom Employees  
FROM: Joel  
RE: Bruce Davis' Visit



Bruce will be coming to visit us on April 7 and 8. Since he hasn't been here for a while, I know that many of you would like the opportunity to speak with him and vice versa.

At the risk of appearing overly formal, Bruce and I feel that the best way to ensure that everyone gets a chance to talk with him during his short visit is to schedule appointments. Carol will be keeper of the calendar and will make all of the arrangements.

JMB/cab

April 5, 1988

TO: ALL INFO-EMPLOYEES  
FROM: CAROL  
RE: "VISIT WITH BRUCE"

Below is the schedule for "Visit with Bruce". As you can see, time is tight, so please be on time and keep your visit to 1/2 hour.

Thursday, April 7

9:00 Carol Brangwynne, Asst. to the President  
9:30 Amy Briggs, Product Designer  
10:00 Angela Crews, Graphic Services Supervisor  
10:30 Brian Moriarty, Product Designer  
11:00 Carl Genatossio, Creative Services Manager  
11:30 Curtis Montague, Customer Services Supervisor  
NOON Lunch  
1:00 Christopher Erhardt, Producer  
1:30 Dave Anderson, Creative Services Assistant  
2:00 Dave Lebling, Senior Product Designer  
2:30 Debbie Reilly, Sales Development Assistant  
3:00 Diane Morlock, Accounting Coordinator  
3:30 Duncan Blanchard, Software Engineer  
4:00 Elizabeth Langosy, Staff Writer  
4:30 Gary Brennan, Product Tester  
5:00 Jon Arnold, Software Engineer  
5:30 Jon Palace, Creative Development Manager  
6:00 Gabrielle Accardi, Sales Development & Support Manager

Friday, April 8

9:00 Lorri Fischer, Administrative Services Supervisor  
9:30 Mary Ellen O'Connor, Accounting Clerk  
10:00 Liz Cyr-Jones, Testing Manager  
10:30 Roger Semans, Receptionist  
11:00 Stacey Johnson, Customer Service Representative  
11:30 Steve Meretzky, Senior Product Designer  
NOON Lunch  
1:00 Stu Galley, Senior Product Engineer  
1:30 Stuart Kirsch, Marketing Assistant  
2:00 Lori Hornung, Receptionist  
2:30 Tim Anderson, Systems Group Manager  
3:00 Tyler Gore, Product Tester  
3:30 Mike Dornbrook, Vice President/Marketing  
4:00 Take a Break!  
5:00 Friday Party

FROM: GARY BRENNAN  
TO: ALL MY FRIENDS AT INFOCOM

I've been offered a job at the Republican State Committee as a data base manager (using DBase 3), which I've decided to accept. My last day here will be the 29th of April.

Having worked at Infocom for the past three years, I'm going to miss everyone. I've really enjoyed working here. However, there comes a time to move on to greater responsibilities, and there unfortunately isn't much room at Infocom for career advancement.

I'll still be dropping by for InfoPoker and InfoRotisserieBaseball and Friday parties whenever I have the time, so stock up on ice tea and wine coolers.

To repeat - I'll really miss everyone here. So long, and thanks for all the fish.

--- Gary



MEMO

Date: May 6, 1988

To: Everyone  
From: Lorri

Re: Office Security

As most of you probably know by now, there has been a recent theft of a CD player from Stuart Kirsch's office after hours. This is extremely unfortunate, especially since it is not the first time something has been stolen from our office space.

During the day I would advise you to keep your wallet or purse out of sight, in a desk drawer or underneath your desk is a good place. If you keep any valuables in your office after hours they should be kept under lock and key. If you do not have a key for your desk lock, let me know and I will find one for you.

Most of our offices either have suite doors that lock or they have individual locks on them. People with individual locks on their doors are responsible for making sure their own doors are locked after hours. **It is very important that after 6:00 pm and on weekends all hallway and suite doors be kept closed and locked.** Everyone has an "entrance" key which opens these doors. If by chance you get locked out of any area simply find another Infocom employee, Miguel, (the Janitronics supervisor) or the security guard on duty and they can let you in.

Please be aware of people who you do not recognize in our space. Ask them who they are and report them to the security guard if necessary. We are all responsible in keeping this place secure after hours and on weekends. Thank you.

## MEMORANDUM

DT: June 8, 1988

TO: All Employees

MEDIAGENIC

FR: Loretta Stagnitto

RE: Use of Corporate Name

There seems to be confusion as to the proper way to refer to the new corporate name in your internal and external correspondence. When using the company name, please write it in all caps. For the next several months, you should also put (formerly Activision) in parenthesis either underneath or next to the MEDIAGENIC name -- for example:

Sincerely,

or

TO: Joe Smith  
Wall Street Journal

Loretta L. Stagnitto  
Public Relations Manager  
MEDIAGENIC (formerly Activision)

FR: Loretta Stagnitto  
MEDIAGENIC  
(formerly Activision)

Also please note, we will not be using **Inc.**, **Corp.** or anything else after the name MEDIAGENIC. When asked, say "just MEDIAGENIC."

When preparing any type of internal or external form or document that uses a black and white version of our logo, please use the version indicated here. To ensure consistency, please do not use any other black and white version of this logo. If you create a form for external use that features the logo, please run it by Wayne Herriford, Bob Schonfisch, Bonnie Pettengill or myself prior to its distribution. HR is preparing new letterhead and business cards with the color version of the logo. Wayne will be distributing more information about the status of stationery and office supplies later this week.

Please let me know if you have any questions. Thanks for your cooperation.



## TSL Writers

Remember...

- Only one space between sentences.
- Say "we" and "our" instead of Infocom.
- Stories are due July 1.
- Last, but not least, don't forget The Status Line motto:

**"You don't miss a deadline unless you're dead!"**

**INFOCOM**

Monday July 18

TO: EVERYBODY

FROM: Jon *Jon*

I'll be leaving Infocom at the end of this month. I certainly have mixed emotions about this: I'll miss all the people, but I'm looking forward to new challenges and a new beginning.

Infocom is by far the most fun place at which I've ever worked. A lot of the fun comes from the products, of course, but a lot of the fun comes from people's attitudes. Thank you all for being fun to work with; keep it up!

Good luck!! I'll try not to be a stranger (or any stranger than I already am).

To: Everybody  
From: Tim  
Subject: Sun of Fred

YAA 12/12/88

As you may or may not know, the Sun file server (Fred's successor) is due to arrive this week. This brings up two issues (people who don't use Fred now may skip directly to the second):

1) Transfer of files. I will be moving most files from Fred to the Sun, with the following exceptions. If you know of other files that can be excluded, or of files on my list that shouldn't be, let me know soon.

Directories of people who no longer work here  
Cornerstone & MME sources

Muddle sources (they're already somewhere else)

All 36-bit binary files. This will exclude all .EXE files (which wouldn't run anyway), and all game.SYMS files, but not game.ZIP files.

System sources. In fact, all .MID files except those in <INTERLOGIC>. All old versions of files. Unix doesn't have file version numbers, so they'd have to go someplace strange anyway.

RMODE and EMACS source files.

2) The new computer will need a name. I need suggestions. I won't kid you: this is not a random drawing or an election, and there are no prizes (except the great feeling you'll have if a name you suggested gets used).

I won't use "Fred", in recognition of Fred's many years of devoted service. Aside from that, the only real requirement is that the name sound good in the sentence "\_\_\_\_\_ is down".

June 8, 1988

: EVERYBODY

FROM: JON

Please come to the Kitchen next Thursday, <sup>June</sup> ~~May~~ 16, at 3 o'clock  
for a champagne farewell to Amy.

June 8, 1988

TO: EVERYBODY

FROM: JON

Please come to the Kitchen next Thursday, <sup>June</sup> ~~May~~ 16, at 3 o'clock  
for a champagne farewell to Amy.

Date: 7 Jun 1988  
From: AMY  
Subject: My Departure  
To: Joel, Jon  
cc: Imps at FRED

I suppose I should be somewhat official and formally tell you I intend that June 17th, 1988, to be my last day at Infocom.

I occasionally regret my decision to leave the company, with the exciting things that are happening here, the transfer over to Macs and all the new products. I suspect I'm walking out just when the the going is getting really good. However, I have never doubted that it was the right choice for me, despite regrets.

I want to "see America," I want to write more conventional fiction, and I want to get away from the rat race of the Boston area. I may go to graduate school. (Unfortunately, the best school for writing is in Iowa, but one does what one must.) I am still excited by the computer entertainment industry, and I honestly think that Infocom (and Activ -- uh, Mediagenic) has a good chance to be at the top of the heap, as long as you don't give up long-term quality and innovation for short-term bucks. I'd like to somehow do more with you in the future -- either a collaboration with me on the game of my Pulitzer prize-winning, major motion picture filming, best-selling first novel, or proof-reading the galleys of the instruction manuals for Infocomics after 307 publishers turn down the manuscript of my first novel.

I've had a great time with Infocom. I've made friends and lost softball games. I'll be leaving a lot of creative, funny, and good people, and I'll miss them all.

Cordially and sincerely yours,

Amy



MEMO

To: Everyone  
From: Stuart Kirsch  
Date: February 25, 1988  
Re: Concept Study

As you may already know, we are planning to conduct a concept survey of our customers to determine what kinds of things they would like us to publish. This survey will in many ways be similar to the one recently done at Activision that you may have seen.

The survey will list a number of game/story ideas or themes; we will ask the respondents to choose that they would like to see. We will be asking about some things currently in the works, some things currently on the shelf, and lots of other things that are in various other undetermined locations.

The list on the survey will not be limited by game/story type or format or storyline or anything, so go crazy. The only limit is the size of the list, so don't be upset if we end up not using your idea.

We would like to include as many new and different (or old and similar) ideas as possible in the survey, so please return to me by Friday, March 4, your suggestions for future projects. Include with each idea a one or two sentence description. Please write all suggestions on paper. Thanks.

Dear Infoemployees,

Over the past few months I've been wrestling with one of my most difficult decisions ever. But I've finally pinned it down and have decided to leave Infocom.

This was a painful decision for me mainly because of all of you. Not only have I enjoyed your friendship, but it will be hard to find a group of co-workers as talented, creative, intelligent, and fun as all of you here at Infocom.

I also truly believe that Infocom has the potential to do very well this year and into the future. I'm probably leaving Infocom just before the big pay off comes for all of our hard work. Infocomics have successfully positioned us as being more than just interactive fiction. Infocom now means quality stories. When I went out to California with Christopher, it was great to see how well we were received by outside developers. Developers that have their choice of any publisher are dropping everything for the opportunity to work with Infocom -- "Wow, Infocom! You guys do great stories, great packaging, great stuff!" When it comes to storytelling, Infocom will get the cream of the crop and thereby sew up the category.

And I think interactive fiction is still alive and is soon to be doing well again. The Solid Gold titles are selling extremely well. According to the warranty cards, the Solid Gold titles are being bought by alot of first time purchasers and they like it! These titles are doing more to revitalize and expand our customer base than the ol' Sampler ever hoped to. Infocom's new and different titles (ie. Journey, the FRPs, Infocomics) are likely to have a positive effect on interactive fiction as well. Infocom interactive fiction will experience a resurgence just like video games.

So why am I leaving? Well, Mindscape has offered me a position as Group Product Manager. For me, this is an opportunity for greater responsibility, challenge, and professional growth than Infocom could offer. More importantly, it's an opportunity for me to move to a new city and to be closer to my family and friends. And since I'm staying in the same industry, maybe I'll get to see you at trade shows and other software-related events (like the Boston Applefest in May).

It was a tough choice and I hope it's the right one. But I sincerely wish Infocom and each & every one of you the best and brightest future.

A handwritten signature in dark ink, appearing to read "Gayle", with a stylized flourish underneath.



1988